

303011/19/02

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: PARK MAINTENANCE CONTRACT ADMINISTRATOR

DEFINITION

Under general supervision, to oversee the operation of the contract maintenance section, including the provision of technical assistance to assigned staff and various maintenance contractors, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is in the park facilities management series. The primary responsibility of this position is the administration of all park maintenance contracts. This position works under general supervision and exercises independent judgement in assessing the performance of a variety of maintenance functions by contract workers, including landscape maintenance, pool maintenance, janitorial, lake water quality, security and discing for undeveloped park parcels.

REPORTS TO: Administrative Services Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Manager. Exercises supervisory authority over Landscape Maintenance Inspectors and provides direction and evaluates the work of private contractors.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Plans, reviews, coordinates and monitors the work of contractors in widely scattered locations engaged in the maintenance, repair and construction of park areas and facilities.
- Inspects park areas and project sites to ensure compliance with landscape maintenance contracts, plans and specifications.
- Prepares maintenance contracts, bid specifications and Council reports.
- Conducts pre-bid and pre-award tours.
- Prepares purchase requisition for each new contract.
- Maintains purchase orders for each contract, and prepares change orders for purchase orders when funding is depleted.
- Prepares monthly correspondence to various contractors informing them of deficiencies and payment deductions.
- Recommends approval of billings submitted by contractors for payment of services, and submits the appropriate request for payment for each billing.
- Prepares and coordinates the maintenance of a variety of records and reports.
- Monitors the planting and care of specialized decorative areas and the seeding, fertilizing and maintenance of lawn areas by contractors.

- Estimates resources and costs required for jobs.
- Supervises and evaluates the performance of Landscape Maintenance Contract Inspectors.
- Coordinates the preparation and application of chemicals by contractors for control and eradication of plant pests and diseases, and also rodent control.
- Handles related inquiries and complaints from the public and City officials.

QUALIFICATIONS

Knowledge of:

- Principles and practices of landscaping and facility maintenance.
- Plant identification.
- Turf management.
- Plant pest and plant disease identification and eradication practices.
- Weed management and eradication practices.
- Methods, materials and equipment used in the maintenance, repair and construction of park and recreational facilities.
- Principles and practices of administration and budget.
- Supervision of subordinate staff.
- Bid process and contract administration.

Ability to:

- Plan, review and monitor contractors' work in the park and recreational facility and grounds maintenance, repair and construction.
- Interpret City policy and contract specifications.
- Perform inspection work and oversee inspection work of subordinates, including work quality and materials used in a variety of park projects.
- Apply technical knowledge and follow proper inspection techniques to examine the quality of completed work by contractors.
- Identify deviations from contract plans and specifications.
- Read and interpret plans and specifications.
- Establish and maintain effective working relationships with contractors, City officials and the general public.
- Prepare bid specifications, contracts and Council reports.
- Communicate clearly and concisely, orally and in writing.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of twelfth grade. An Associates Degree with course work in ornamental horticulture, arboriculture or landscape maintenance is desirable.

Experience: Four years of increasingly responsible experience in the construction and maintenance of park and recreation facilities.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of a Qualified Applicator's License (Q.A.L.) With Category B - Landscape Maintenance within 6 months of hire date at employee's expense.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Park Maintenance Contract Administrator

TO: Park Services Manager